OLYMPIA

Carrera de Luxe MD

Operating instructions

5/615/4500 (13)

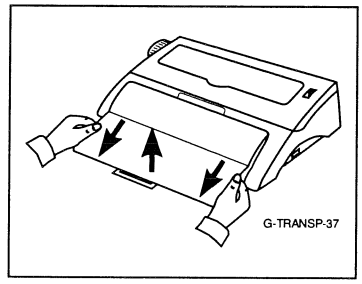
This instruction manual is purely informative. The contents are not part of any offer for sale or contract.
The specifications, extensions and options described may differ from country to country.
Olympia Office Vertriebsgesellschaft mbH reserves the right to revise specifications, make modifications and technical changes to the product described herein without notification.

General information

- Make sure you are using the correct power as stated on the name plate on the back of the typewriter.
- Your typewriter is a highly sophisticated piece of machinery. Never attempt to repair it yourself. If repair is necessary, contact yout nearest authorized service center.
- Never insert metal objects, such as screwdrivers, paper clips, etc., into the typewriter. Doing so could cause damage to the typewriter and/or electric shock.
- Do not leave your typewriter unattended when it is turned on. Always turn the typewriter off when you have finished typing.
- Dust the typewriter lightly with a dry cloth. Never use water or solvents, such as paint thinner, alcohol, etc., to clean your typewriter.
- To turn off the power supply completely, be sure to remove the plug from the outlet.

■ Keyboard cover

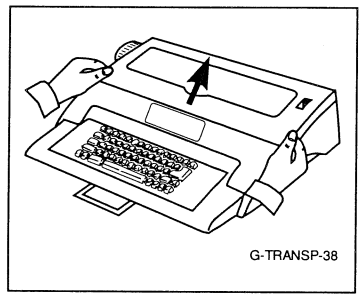
The typewriter cover is protected against damage and environmental influences by a removable cover.



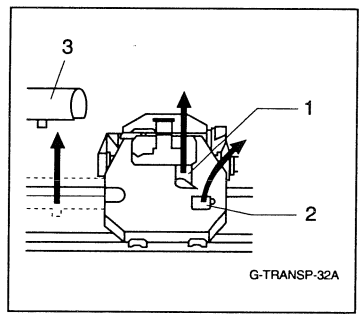
- Remove the cover

■ Transport safety devices

Before starting to use your typewriter, remove the following transport safety devices.



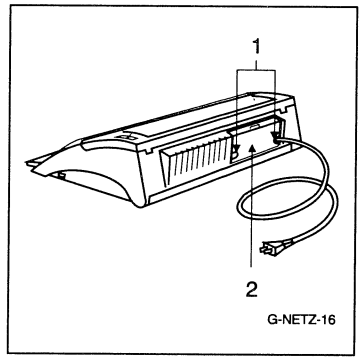
To remove the transport safety devices:
- Raise the top cover



- Remove the adhesive strip (1)
- Take out the plastic plate (2)
- Remove the cardboard strip (3)

■ Connecting to the power supply

Before connecting the typewriter to the power supply, check that the data on the data plate coincides with the local voltage.



- Open cable compartment (2)
- Feed cable through a notch (1)
- Close cable compartment (2)

on having chosen an electronic typewriter from **Olympia**.

Your electronic typewriter is well designed and includes all the latest technological developments which will enable you to increase your typing efficiency.

The keyboard cover provides effective protection against damage to the keyboard.

The display enables you to see your text and correct it, if necessary, before it is printed out.

You can store text in the memory for eventual revision and printing.
Frequently used short texts and phrases can also be stored in the memory and inserted into texts as and when required.

This manual describes the typewriter functions, operating controls and procedures, and also explains how to replace accessories. Read it carefully so that you will be able to use all the features provided quickly and efficiently.

Olympia Office Vertriebsgesellschaft mbH

Important

The action to be taken in the case of goods damaged during transport is explained in "Reporting Loss or Damage" at the end of this manual.

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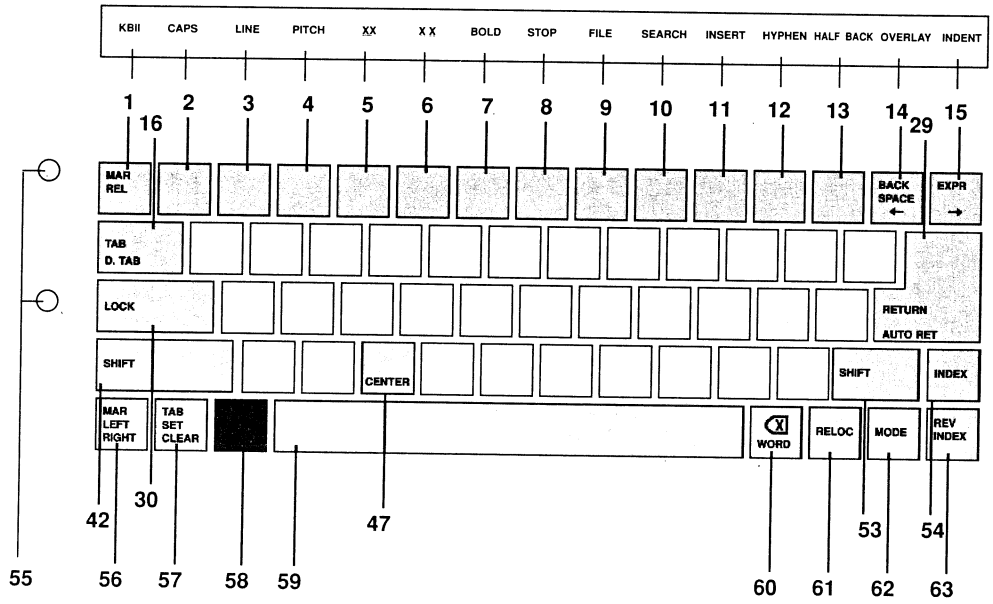
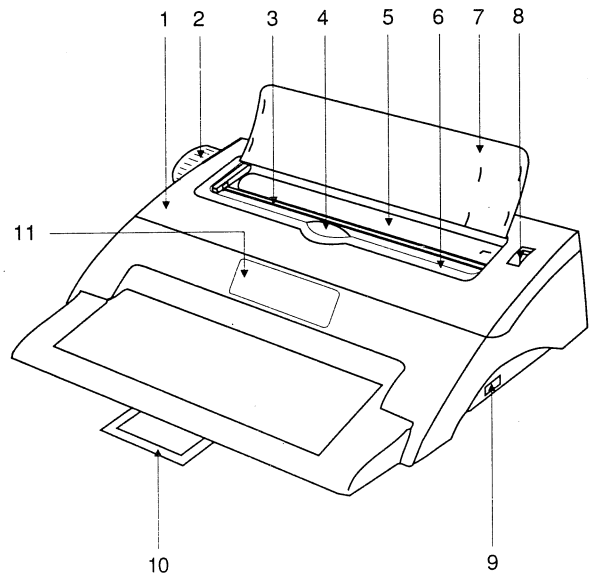
All the keys on the keyboard have been allocated a number, beginning in the top left corner and continuing to the bottom right corner. In the summary below, only those keys with specific functions have been indicated.



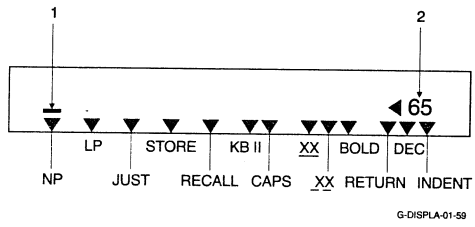
1 = Margin release
CODE + 1 = KB II (2nd keyboard) on/off
CODE + 2 = Caps Lock on/off
CODE + 3 = Line spacing selection
CODE + 4 = Pitch selection
CODE + 5 = Continuous underlining, on/off
CODE + 6 = Word by word underlining, on/off
CODE + 7 = Bold print, on/off
CODE + 8 = Stop code
CODE + 9 = File management
CODE + 10 = Search function
CODE + 11 = Insert mode on/off
CODE + 12 = Hyphen, protected
CODE + 13 = Half space to the left
14 = Backspace to the left
14 = Cursor to the left (in Display Mode)
CODE + 14 = Overlay character function
15 = Printer moves to the left margin
15 = Cursor to the right (in Display Mode)
CODE + 15 = Paragraph indent on/off
16 = Move to set tab position
CODE + 16 = Move to decimal tab

29 = Move to left margin on the next line
CODE + 29 = Automatic returns
30 = Shift Lock on/off
42 = Left Shift (upper/lower case)
CODE + 47 = Centering on/off
53 = Right Shift (upper/lower case)
54 = Move half a line down
CODE + 54 = Subscript
55 = LEDs: Machine/Shift Lock on/off
56 = Set left margin
CODE + 56 = Set right margin
57 = Set tab position
CODE + 57 = Clear tab position
58 = Code key
59 = Spacebar
60 = Delete character to the left
CODE + 60 = Delete word to the left
61 = Move to last typing position
62 = Mode key (to select operating modes)
63 = Move half a line up
CODE + 63 = Superscript

■ Operating controls for positioning paper



1. Top cover
2. Variable line spacing knob
3. Hinged paper bail
4. Carriage (printer)
5. Platen
6. Margin scale
   Provides numerical information regarding typing position.
7. Paper support
8. Paper release control
   Turn the paper release knob back to release the pressure on the platen. Inserted paper can then be adjusted or removed.
9. On/Off switch
10. Carrying handle
11. Display (20-character)



1 Cursor
2 Spaces to the right margin

Your typewriter is equipped with a 20-character display. The display can be used in various modes which enable you to see your text as you type, or read text that you have previously written and stored.

This reduces the possibility of typing errors as text can be corrected or revised within the display before being printed. It is also an economical factor by reducing wasted paper.

Arrows (▼) in the display indicate various typing functions, depicted on the housing, which are active.
A position indicator, the "cursor", shows the current printer location within the text in the display.

Operating modes

Your typewriter can operate in four different modes, which you can select according to the task to be carried out.

The modes are selected by pressing the MODE key; each time the MODE key is pressed it moves to the next selection. The current selection is indicated by an arrow (▼) which points to the mode inscription on the housing.

Operating mode **NP**	Normal Print - your typewriter operates as a normal typewriter; text is printed as it is entered, and does not appear in the display.
Operating mode **LP**	Line Print - text entered appears in the display where it can be edited, and is printed out after pressing the Return or Tab keys.
Operating mode **JUST**	Justified Format - text entered appears in the display where it can be edited, and is printed out with aligned left and right margins after pressing the Return or Tab keys.
Operating mode **STORE**	Store Text in Memory - text entered appears in the display and is stored in the typewriter memory to be later recalled, revised, printed, etc. Refer to the section "Memory Mode" for more details.

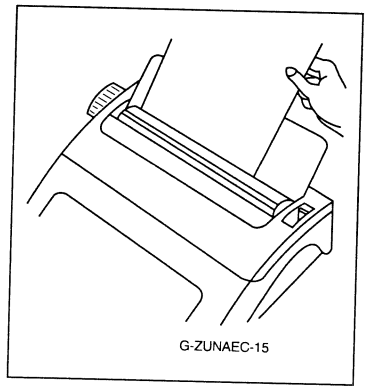
Some functions operate differently in operating mode **NP** as compared to one of the display modes **LP**, **JUST** or **STORE**.
These functions are indicated by **NP** and **DM** (Display Mode) in the description headings.

Turning on the typewriter

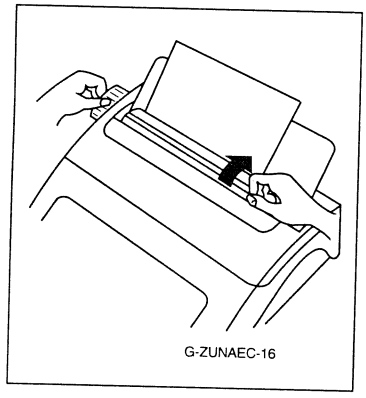
Raise the paper support. Turn on the power by switching on the On/Off switch, which is located on the right side of the machine.
The typewriter beeps and the green power LED illuminates. The pintwheel turns and the printer moves to the right and both stop at a programmed position.

First of all

After you have unpacked, connected and turned the typewriter on, study the keyboard and operating controls. Then insert a sheet of paper to begin to familiarize yourself with the typewriter.



Insert a sheet of paper between the platen and paper support.



Turn the variable line spacing knob to draw the paper in. When the leading edge of the paper becomes visible under the platen, lift the paper bail. Continue to feed the paper until it is between the platen and paper bail. Then lower the paper bail.
Push the paper release knob back to align the paper, if necessary.

Now familiarize yourself with the single and repeat functions of all the keys.
Write your name and address, for example.

You can even press two keys at virtually the same time; the key touched first will be printed first. The typewriter has a keyboard buffer which guarantees perfect typing flow even with extermely irregular typing.

When you have finished typing, you can remove the paper:

CODE + Q Paper is ejected

■ Typing keys

You are now familiar with the single and repeat functions of the basic keyboard.

The letters or characters are always depicted on the left of the keytops. The are printed out either by pressing the key alone for lower case, or together with the Shift key for uppr case.

Functions depicted on the front of certain keys are selected by pressing them together with the Code key:

CODE + CLEAR Tab stop is cleared

The characters depicted on the top right of certain keys are printed out by firstly engaging the KB II function (second keyboard), then pressing the relevant key together with the Shift key:

CODE + KB II KB II is activated

SHIFT + ° ° is printed

CODE + KB II KB II is deactivated

The functions indicated on the front of the top cover above the top row of keys are engaged by pressing the Code key together with the key directly below the inscription.
For example:

CODE + 2 Change line spacing setting

■ Upper case using Shift Lock

Letters are written continuously in capitals (A, B, C, etc.), as are the upper case symbols on the keytops.

LOCK Shift Lock on

SHIFT Shift Lock off

■ Caps Lock

The Caps Lock function enables capital letters to be written continuously, but digits and other symbols remain in lower case.

CODE + CAPS Caps Lock is turned on/off

■ Cursor movement keys

You can move the cursor to any position in the display.

⇦ Move cursor to the left

⇨ Move cursor to the right

Margins

By setting the left and right margins, you can set the width of the typing line, as required. When the typewriter is first turned on, standard margins are already set. They can be altered as necessary. They can also be overridden.

Standard margins

When the typewriter is turned on, the standard margins are set.

Margin zone

The typewriter issues an acoustic signal (BEEP!) to make you aware that you are nearing the end of a line.

Release left margin

The set left margin can be overridden.

MAR REL — Left margin can be overridden. (BEEP!)

Release right margin

The set right margin can be overridden.

MAR REL — Right margin can be overridden. (BEEP!)

Set left margin

A new left margin can be set. The printer must be moved to the required margin position.

MAR LEFT — Left margin is set (BEEP!)

Set right margin

A new right margin can be set. The printer must be moved to the required margin position.

CODE + MAR RIGHT — Right margin is set (BEEP!)

Special print modes

Give your correspondence a personal touch by using the special print modes to highlight important text.

Bold print

Important words can be highlighted.

CODE + 6 — Bold print on/off

Automatic underlining, continuous

Important phrases or passages of text can be emphasised by underlining them.

CODE + 4 — Underlining on/off

Underlining, word by word

All words within a passage of text are underlined. The spaces between words are not underlined.

CODE + 5 — Word by word underlining on/off

■ Impact (Impression strength)

To achieve optimum print quality, select the impact strength to suit the printwheel, paper quality (hard or soft) and the number of copies required.
Pressing the key combination changes the setting in the cycle low, middle and high level. Low impact is the standard setting.

Low impact strength (1 Beep)
Middle impact strength (2 Beeps)
Heavy impact strength (3 Beeps)

CODE + 1 Change the impact strength setting

■ Line spacing

Three line spacing selections are available enabling you to set out your text according to the format of your page.

Press the Code key then digit key 2 , the current setting blinks in the display. While keeping the Code key depressed, release the digit key and press it again and the next selection blinks. The selections are activated in the cycle 1 - 1.5 - 2 - 1 - 1.5 ... . When the setting you require blinks release the Code key.
Press until the required setting blinks

CODE + 2 LINE SP 1 1.5 2

■ Pitch

A variation of the pitch (distance between letters) enables you to improve the appearance of your text on the page. It is also possible to use different printwheels, for example Letter Gothic or Pica. It also simplifies filling in forms.

Press the Code key then digit key 3 , the current setting blinks in the display. While keeping the Code key depressed, release the digit key and press it again and the next selection blinks. The selections are activated in the cycle 10 - 12 - 15 - 10 - 12 ... . When the setting you require blinks release the Code key.
Press until the required setting blinks

CODE + 3 PITCH 10 12 15

■ Corrections

Typing errors can be corrected quickly and accurately.

When printed, the incorrect character is erased (lift-off or cover-up) and the correct one inserted.
In the display, the incorrect character is deleted.

■ Corrections, immediate (NP)

The last character is to be deleted.

⌫	Character is deleted

■ Corrections, within the correction memory (NP)

Errors that were not corrected immediately but are still in the correction memory can be corrected.

BACK SPACE	Move printer to the left, to the error
⌫	Character is deleted

■ Corrections beyond the correction memory (NP)

Typing errors no longer in the correction memory can be corrected.

Spacebar	or
REV INDEX	or
CODE + HALF BACK	
BACK SPACE	Position the printer to the right of the incorrect character
⌫	Printer moves to the incorrect character
Type "incorrect" character	Character is deleted
Type "correct" character"	Character is printed

■ Correction, word by word (NP)

Complete words in the correction memory can be corrected. Position the printer on the letter from which deletion should start.

CODE + WORD	Word correction is activated (BEEPs!)
Spacebar	Characters from the printer position up to the first space are deleted

■ Correction, parts of words

Parts of words, in the correction memory can be corrected. Position the printer on the last letter to be deleted.

CODE + WORD	Word correction is activated (BEEPs!)
X	Enter first character to be deleted. Specified portion of word is deleted

■ Corrections, within the correction memory (DM)

1. Incorrect characters can be deleted

BACK SPACE	Move cursor underneath the incorrect character
⌫	Character is deleted Remaining text shifts to the left

2. Incorrect characters can be replaced.

BACK SPACE	Move cursor underneath the incorrect character
X	Type correct character Incorrect character is replaced by the one entered

3. Insert characters in a text.

BACK SPACE	Move cursor to the right of the insertion location
CODE + 0	Insert mode is turned on. Character above the cursor blinks

Characters typed are entered into the text. Remaining text moves to the right.

CODE + 0	Insert mode is turned off

■ Relocate

This key moves the printer back to its pre-correction position after backspacing for follow-up correction or underlining on the same line.

RELOC

Tabulation

The tabulation function enables you to:

- type flush to the left,
- type columns of figures.

Both the tab types can be combined. Before starting to work with new tabs, clear all set tabs.

Standard tabulation

This tab enables you to type aligned on the left.

TAB SET — Tab stop is set (BEEP!)

Decimal tab

The decimal tab function enables you to type columns of figures aligned to the decimal point. Set the tab at the decimal point position.

TAB SET — Tab stop is set (BEEP!)

EXPR — Printer moves to the left margin

CODE + D. TAB

TAB — Printer moves to the tab position

Clear single tab

This process clears all types of tab.

TAB — Printer moves to tab

CODE + CLEAR — Tab stop is cleared

Clear all tabs

All set tabs are cleared.

CODE + CLEAR — Hold down for a short time and all tab stops are cleared

Centering

Words, characters and text can be centered between the left and right margins. Text is not printed immediately, but after the Return key is pressed.
Typing errors can be corrected using the Correction key.

Centering between margins

Text entered is printed out after pressing the Return key.

CODE + CENTER — Printer moves to the middle point between the margins

Enter text

RETURN — Text is printed centered between the margins

Right margin flush

This function enables text to be printed flush with the right margin. Text entered is printed out after pressing the Return key.
Typing errors can be corrected using the Correction key. Use the same key combination to cancel the function.

CODE + R — RIGHT MARGIN FLUSH

Enter text

RETURN — Text is printed aligned to the right margin

■ Paragraph indent

In order to emphasise passages of text, of provide a clear visual layout, it is possible to indent the left margin of a text. When set, the subsequent text is printed with an indented left margin without altering the set left margin.

■ Set the automatic paragraph indent

Move the printer to the required position.

CODE + INDENT Paragraph indent position is set

■ Clearing the paragraph indent

CODE + INDENT Paragraph indent is cleared

■ Automatic return

One of the most frequent typing functions, "printer return with line spacing", can be carried out automatically. The printer returns automatically when either a space or temporary hyphen is entered within the margin zone. When a protected (required) space or hyphen is entered, an automatic return does not occur.

CODE + AUTO RET Automatic return on/off

■ Space, unprotected

If a space is entered in the margin zone a printer return occurs.

■ Space, protected

In cases where a printer return is not required, e.g. because "Olympia Office" should not be separated, enter a protected (required) space.

CODE + Spacebar Protected space is entered

■ Syllable hyphen (DM)

When automatic return is on, an automatic printer return is carried out when a syllable hyphen is entered within the margin zone.

CODE + H Hyphen is entered

■ Protected hyphen

When automatic return is on, an automatic printer return does not occur when a protected hyphen is entered within the margin zone.

CODE + HYPHEN Hyphen is printed
Line feed does not occur

Half backspace

This function causes the printer to move half a space to the left.

CODE + HALF BACK

Superscript (NP/DM)

This function causes all subsequent characters to be printed half a line above the actual typing line.
After the character has been entered, the printer returns to the original typing line.

CODE + REV INDEX NP Printer position is moved half a line up
DM Symbol ↑ appears at the relevant position in the display

Subscript (NP/DM)

This function causes all characters to be printed half a line above the actual typing line.
After the character has been entered, the printer returns to the original typing line.

CODE + INDEX NP Printer position is moved half a line down
DM Symbol ↓ appears at the relevant position in the display

Overlay characters (DM)

This function enables the creation of characters not found on the keyboard by printing one character over another.

= Enter first character, e.g. "="
CODE + OVERLAY A symbol appears in the display in Display Mode
/ Enter second character, e.g "/"

≠ appears on printout.

Printwheel setting

After exchanging the printwheel, press the following key combination. The printwheel turns to a default position.

CODE + W

Ribbon selection

You can use two different types of ribbon with the typewriter; the standard carbon ribbon (as supplied with the machine) or a muti-strike fabric ribbon.

CODE + . Standard carbon ribbon
CODE + / Multi-strike fabric ribbon

■ General information

Your typewriter is equipped with a 16 Kb memory (for approx. 16,000 characters) with which you can store texts (letters, information sheets, etc.). These texts are stored as files which are allocated a name, consisting of up to five characters (A-Z/0-9). Up to 50 files can be stored. The memory contents are stored even when the machine is turned off, for about five years. Files stored in the memory can be recalled when required, to be printed out or revised by additions, deletions or corrections.

Memory Mode is activated by pressing the MODE key until the operating mode arrow (▼) appears over STORE.
Press the MODE key at anytime to exit Memory Mode.

Three types of files can be created:

Text files	For longer texts, e.g. letters, (including tab and margin settings)
Phrase files	For frequently used phrases and terms
Format files	For line format (only margin and tab settings)

When you select creation of text or phrase files, the machine asks in which mode they should be created, **D**, **P** or **E** :

Display mode "D"	Enter text as normal. Characters appear in the display and are stored line by line, as each line is completed.
Print mode "P"	Enter text as normal. Characters appear in the display and are stored and printed out line by line as each line is completed.
Edit mode "E"	Enter text as normal. Characters appear in the display as a continuous line. Functions entered appear as specific symbols. You can scroll to any point in the text to review or modify it.

Creating a text file

A text file consists of text, margin and tab settings.
When starting to type, the number on the right of the display indicates the number of spaces to the right margin.

1. Press Mode until ▼ appears over "STORE"

   [MODE] → NAME OF FILE ?

2. Enter a name for the file (max. 5 characters)

   [RETURN] → TEXT / PHRA / FORM ?

3. Select text file

   [T] → DISPLAY / PRINT / EDIT ?

4. Select Display, Print or Edit

   [D] Display is cleared. Enter text. Text is stored line by line

   or

   [P] Display is cleared. Enter text. Text is stored and printed line by line

   or

   [E] Display is cleared. Enter text. Text is entered as one long line through which you can scroll and carry out modifications. Functions entered are indicated by a box marker and function symbol which blink alternately.

5. Exit "STORE" mode

   [MODE] Machine enters NP mode

■ Creating a phrase file

Phrase files only contain text, i.e. no tabs or margins etc..
They are used to store frequently used phrases and short texts.

1. Press Mode until ▼ appears over "STORE"

MODE	NAME OF FILE ?

2. Enter a name for the file (max. 5 characters)

RETURN	TEXT / PHRA / FORM ?

3. Select phrase file

P	DISPLAY / PRINT PHRA ?

4. Select Display or Print

D	Display is cleared. Enter text. Text is entered as one long line through which you can scroll and carry out modifications.

or

P	Automatic Return is activated. Display is cleared. Enter text. Text is stored and printed line by line

5. Exit "STORE" mode

MODE	Machine enters NP mode

■ Creating a format file

Use this function to store frequently used formats, meaning margin and tab settings.

1. Press Mode until ▼ appears over "STORE"

MODE	NAME OF FILE ?

2. Enter a name for the file (max. 5 characters)

RETURN	TEXT / PHRA / FORM ?

3. Select format file

F	FORMAT FILE

4. Move to and set the required margin and tab positions.
5. Exit "STORE" mode

MODE	Machine enters NP mode

■ Recalling files

Text and phrase files can be recalled either for modification or printing.

■ Modifying text files in Add Mode

This function enables you to recall a text file and add text at the end, line by line.

1. Press Mode until ▼ appears over "STORE"

   [MODE] → NAME OF FILE ?

2. Enter the relevant file name

   [RETURN] → EDIT / ADD ?

3. Select Add Mode

   [A] → DISPLAY / PRINT ?

4. Select Display or Print

   [D] Enter text.
   Text is stored line by line

   or

   [P] Enter text.
   Text is stored and printed line by line

5. Exit "STORE" mode

   [MODE] Machine enters NP mode

■ Modifying text files in Edit Mode

This function enables you to recall a text file and edit text at any location.

1. Press Mode until ▼ appears over "STORE"

   [MODE] → NAME OF FILE ?

2. Enter the relevant file name

   [RETURN] → EDIT / ADD ?

3. Select Edit Mode

   [E] File appears as continuous line of text. Scroll and revise as required.

4. Exit "STORE" mode

   [MODE] Machine enters NP mode

■ Printing text files

Stored text files can be printed in NP, LP or JUST modes.
In NP and LP modes, the text is printed in the format in which it was entered. In JUST mode, text is printed in justified format, meaning with aligned left and right margins.

1. Activate the recall function

   CODE + 8 → RECALL / LIST / DELETE?

2. Select file recall

   R → NAME OF FILE ?

3. Enter relevant file name

   RETURN → PAGE LENGTH = 54 HIT ↵

4. Confirm page length (or refer to "Set Page Length")

   RETURN → Printout starts

5. At the end of a page, insert a new sheetof paper

   RETURN → Printout continues

6. Printout is completed

   END OF FILE RECALL

■ Printing phrase files

Stored phrase files can be printed in NP, LP or JUST modes.
In NP and LP modes, the text is printed in the format in which it was entered. In JUST mode, text is printed in justified format, meaning with aligned left and right margins.
Phrase files are printed from the current cursor position.

1. Activate the recall function

   CODE + 8 → RECALL / LIST / DELETE?

2. Select file recall

   R → NAME OF FILE ?

3. Enter relevant file name

   RETURN → Phrase is printed

4. Printout is completed

   END OF FILE RECALL

Printing a file chain

It is possible to enter a list of between two and forty files which are then printed out in succession. Activate NP mode. Enter the file names separated by a comma (e.g. Text1, Text2, etc.).

1. Activate the file recall function

   CODE + 8 → RECALL / LIST / DELETE?

2. Select recall

   R → NAME OF FILE ?

3. Enter file names (separated by commas)
4. Start printout

   RETURN

Stop printout

File printout can be interrupted or cancelled at any time.

1. Interrupt printout

   RETURN → PAUSE PRESS ↵

2. Restart printout

   RETURN

   or

1. Cancel printout

   SPACEBAR → END OF FILE RECALL

Modifying phrase files

This function enables you to recall a text file and edit text at any location.

1. Press Mode until ▼ appears over "STORE"

   MODE → NAME OF FILE ?

2. Enter the relevant phrase file name

   RETURN → File appears as continuous line of text. Scroll and revise as required.

3. Exit "STORE" mode

   MODE → Machine enters NP mode

■ Recalling a phrase file into a text file

Stored phrases can be inserted into text files.
Create or recall a text file. Position the cursor at the insertion location.

1. Activate the recall the function

   CODE + G → NAME OF FILE ?

2. Enter the relevant phrase file name

   RETURN — File is inserted at the cursor position between markers.
   To delete, move cursor to the first marker and press the Correction key.

3. Exit "STORE" mode

   MODE — Machine enters NP mode

■ Recalling a format file

When a format file is recalled, the stored tab and margin settings take effect on the typewriter.

1. Activate the recall function

   CODE + 8 → RECALL / LIST / DELETE?

2. Select the recall function

   R → NAME OF FILE ?

3. Enter the relevant file name and confirm

   RETURN → END OF FILE RECALL

Setting the page length

It is possible to set the page length of a text file.
The standard page setting is 54 lines of text, with a one inch top and bottom margin.
While creating or modifying a text file:

1. CODE + L — PAGE LENGTH = 54 HIT ↵

2. Enter the new setting with the digit keys
   RETURN

A message appears when you are nearing the end of a page, reminding you that a new sheet of paper must soon be inserted. Press the Margin Release key to clear the message.

3 LINES LEFT HIT MREL

Stop codes

It often occurs that documents contain the same basic text, and only certain passages need to be changed (variable text) such as names, addresses, dates, prices, etc. In such cases it is advantageous to write a text or phrase file and insert stop codes at the variable text locations. Stop codes cause the printer to stop at the defined locations whereby you can insert your variable text. When creating the file in a print mode, an "X" is printed at the stop code locations. This "X" does not appear when the stored text is reprinted.

Setting a stop code

Enter text to first stop code position required. The "S" is highlighted (white on black).

CODE + 7 — S_

Printout using stop codes

The printer stops at the stop code.

1. STOP CODE
2. Enter the text
3. Continue printout
   CODE + 8

Functional stop codes

Stop codes can be allocated specific functions.
Enter text to the stop code position.

1. Activate required function
   CODE + CENTER Centering is activated
   or
   CODE + D.TAB Decimal tab is activated
   or
   CODE + R Right margin flush is activated
2. Set stop code
   CODE + 7 — S_
3. Turn function off
   RETURN Continue entering text

■ Printout using functional stop codes

The printer stops at the stop code. The functional stop code is indicated, e.g.:

1. FLUSH RIGHT STOP

2. Enter relevant text. Text appears in the display.
3. RETURN — Text is printed according to the function allocated
4. Continue printout

   CODE + 8

■ Search

This function simplifies editing in longer texts. You can define a specific location in a text and move directly to it.
The word (or character sequence) to be searched for, the search term, can be a maximum of 18 characters including spaces.

1. Activate the search function

   CODE + 9 — S =

2. Enter search term
3. Begin search

   INDEX — Search from cursor towards end of text

   or

   REV INDEX — Search from cursor towards beginning of text
   Term appears on the left of the display

4. If term is not found — NOT FOUND PRESS ↵

5. Clear message and continue

   RETURN

Text blocks

It is possible to mark a specific passage within a text and the move, copy or delete it. You must first recall a text or phrase file in Edit Mode.

Marking a text block

Position the cursor on the first character of the text to be marked.

1. Set the beginning marker

   CODE + P Two beeps
2. Move the cursor to the last character (the characters in the block blink)
3. Set the end marker

   CODE + P Two beeps

Copy text block

The text block is duplicated in another location.

1. Move cursor to the required location
2. Copy text

   CODE + Q Text is duplicated at the cursor position

Move text block

The text block is deleted from its current position and inserted at a new location.

1. Move cursor to the required location
2. Move text

   CODE + W Text is inserted at the cursor position

Delete text block

The text block is deleted from the text.

1. Copy text

   CODE + E Text is deleted

■ Memory full/Memory overflow

Your typewriter has a memory which can accommodate up to 50 files or 16 Kb.

If you attempt to create a file and fifty files already exist the message "ALL FILE SPACE USED" appears in the display. You have to delete one or more files before new ones can be created.

If all 16 Kb is used up, the message "OUT OF MEMORY" appears. You must then press the MODE key to store your current text and exit the "STORE" mode, and then delete files to create space in the memory.

■ Delete all files

This function clears all files from the memory.
You must first exit from the "STORE" mode by pressing the MODE key.

1. CODE + A — CLEAR ALL FILES Y/N ?

2. Confirm the function

   N — Function is cancelled

   or

   Y — ARE YOU SURE Y/N ?

3. Confirm the function again (or cancel function)

   Y — All files are cleared

■ Delete individual files

This function enables you to delete files from the memory.
You must first exit from the "STORE" mode by pressing the MODE key.

Note: To cancel the function, press the Return key before entering the file name. If the file name has already been entered, delete it using the Correction key.

1. Recall file delete function

   CODE + 8 — RECALL / LIST / DELETE?

2. Select the delete function

   D — NAME OF FILE ?

3. Enter the name of the file and confirm

   RETURN — DELETE COMPLETED

■ Display list of files

It is possible to acquire data on the files stored and their size. This information can be displayed. You must first exit from the "STORE" mode by pressing the MODE key.

1. Activate the listing function

   [CODE] + [8] → RECALL / LIST / DELETE?

2. Select the list function

   [L] → DISPLAY / PRINTOUT ?

3. Select the display function

   [D] The file type, name and initial characters are displayed

4. Scroll through the file contents, if desired

   [BACK SPACE] Scroll to the left

   [EXPRESS] Scroll to the right

5. Recall other files

   [INDEX] Recall next file

   [REV INDEX] Recall previous file

6. Cancel the function

   [RETURN]

■ Printout list of files

It is possible to acquire data on the files stored and space available. You must first exit from the "STORE" mode by pressing the MODE key.

1. Activate the listing function

   [CODE] + [8] → RECALL / LIST / DELETE?

2. Select the list function

   [L] → DISPLAY / PRINTOUT ?

3. Select the printout function

   [P] The file type, name and initial characters are printed

The number of stored files and amount of space available are printed at the bottom of the list.

■ Ribbon cassettes

The typewriter is equipped with a correctible carbon ribbon. (The ribbon can only be used once).

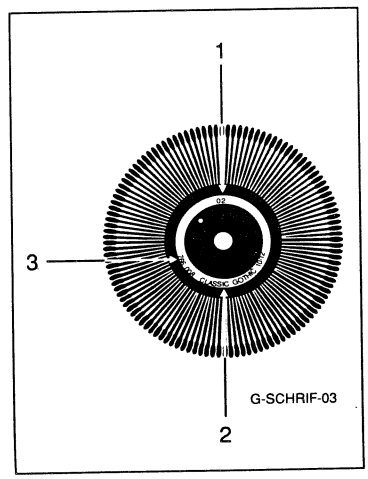
■ Correction tape (Lift-Off)

The typewriter is equipped with a lift-off correction tape. This type of tape only functions with the correctible carbon ribbon supplied as standard equipment with this typewriter.
The tape corrects typing errors by "lifting off" the incorrect characters.

■ Typestyles/Printwheels

The typewriter is equipped with a non-standard printwheel. A range of other printwheels for the typewriter is available.

■ Printwheel inscriptions



Printwheel inscriptions
- Pitch (1)
- Typestyle number/name (2)
- Language (3)

Cleaning

Do not attempt to dismantle the typewriter for cleaning.

Your typewriter is a highly sophisticated piece of machinery. Never attempt to repair it yourself. If repair is necessary, contact yout nearest authorized service center.

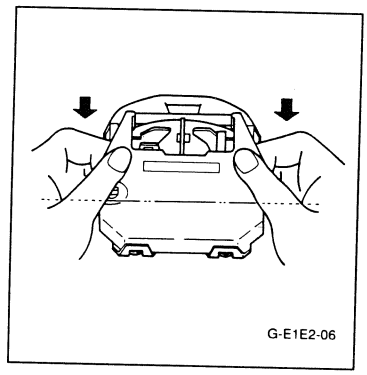
Dust the typewriter lightly with a dry cloth. Never use water or solvents, such as paint thinner, alcohol, etc., to clean your typewriter.

Never insert metal objects, such as screwdrivers, paper clips, etc., into the typewriter. Doing so could cause damage to the typewriter and/or electric shock.

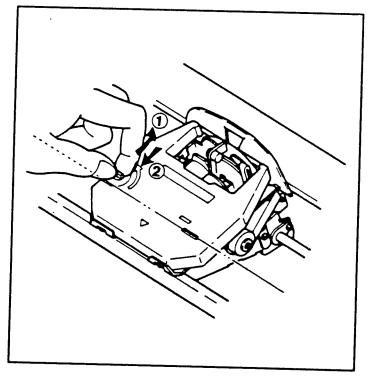
Changing ribbon cassettes

Before installing a new ribbon cassette, open the typewriter top cover and remove the used ribbon cassette.

When a new ribbon cassette has been inserted, wind up all of the coloured portion at the start of the ribbon.
Insert the two projections on the rear of the ribbon cassette into the two holes in the ribbon cassette holder.
Carefully lower the front portion of the cassetteso that the ribbon is located between the card holder and printwheel.
Press on the locations marked "A" until the ribbon cassette snaps into place.
Turn the ribbon take-up knob until there is no slack in the ribbon.



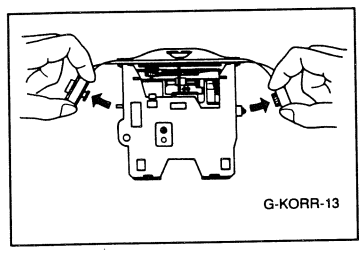
Insert the new ribbon and press into place.



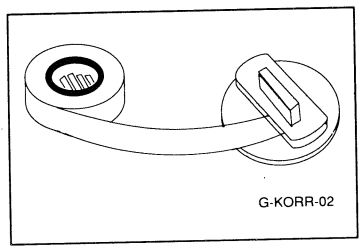
Turn the Ribbon Takeup knob counterclockwise until it firms into place ①. And then, turn it dockwise untilit stops ②.

■ Changing the correction tape

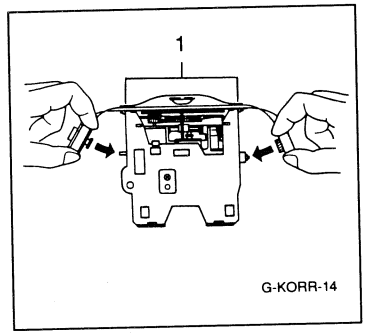
Before starting to change the correction tape, raise the top cover.



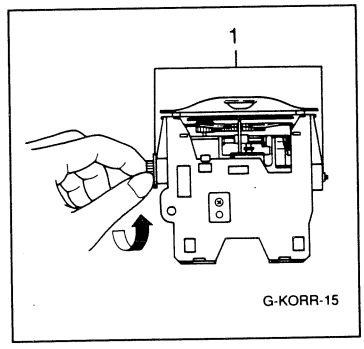
1. Move the printer to a central position and remove the ribbon cassette.
2. Take the correction tape spools from the shafts and remove the tape.



3. Unwind approx. 15 cm (6 ins.) of the new tape (sticky side facing the platen).



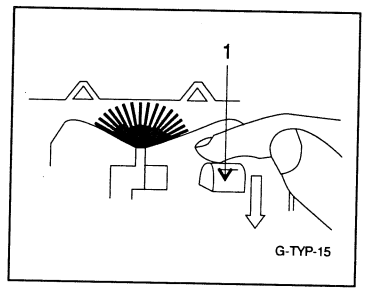
4. Thread the tape through the guides (1).



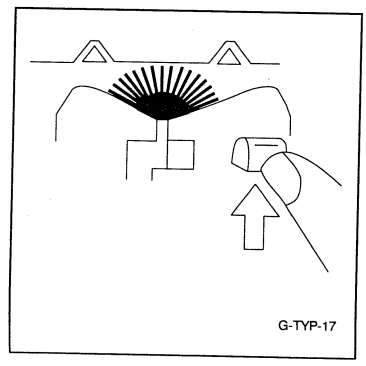
5. Set the correction tape spools on the shafts (1) and press into place. Turn the left spool to tighten the tape.
6. Replace the ribbon cassette and lower the top cover.

■ Changing the printwheel

Before starting to change the printwheel, open the top cover and remove the ribbon cassette.



1. Draw the lever (1) forward and remove the printwheel.



2. Insert the new printwheel, characters facing the platen.
3. Push the lever (1) back, securing the printwheel.
   Push the lever (1) back again to ensure the printwheel is firmly fixed.
4. Replace the ribbon cassette and lower the top cover.
5. Press CODE + W.
   The printwheel turns and stops at a default position.

FCC text (applies to USA only)

This Olympia equipment generates, uses and can radiate radio frequency. If it is not installed, and used in accordance with the operating instructions and the service manual it may interfere with radio or television reception. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of Federal Communication Commission (FCC) rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operating this equipment in a residential area is likely to cause interference. In this case, the user is responsible for correcting the interference.

Technical data

Keyboard:	45 typing keys with repeat function
Printwheel:	100 characters
Printing speed:	Max. 11 characters/second
Paper feed:	Max. paper width: 330 mm (13 ins.) Typing width: 229 mm (9.0 ins.)
Electronics:	Correction memory: 90 characters Keyboard buffer: 20 characters Text memory: 16 Kb
Dimensions and weight:	Height: 117 mm (4.6 ins.) Width: 412 mm (16.2 ins.) Depth: 375 mm (14.7 ins.) Weight: 5.2 kg (12 lbs.)
Safety tests:	Comply to EN 60 950, (IEC 950)
Voltage supply:	230 V 50 Hz 120 V 60 Hz

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